



Commonwealth of Massachusetts
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Tina Brooks, Undersecretary

Public Housing Notice 2011-04

MEMORANDUM

TO: All Local Housing Authorities

FROM: Gay Eng, Capital Finance Manager, Division of Public Housing and
Rental Assistance

RE: Accounting Manual Update, Revision 1

DATE: June 29, 2011

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With the introduction of formula finding and the Master Contract for Financial Assistance (Work Plan 5001) funding multiple projects, local housing authorities should provide detailed and summary quarterly cost reporting (Form 80/90) on a project level on these work plans. This will enable close-out on a project level and depreciation as the job is finished in accordance with GAAP. Attached are updates to the Accounting Manual with sample forms. This constitutes Revision 1 to the Accounting Manual for State-Aided Housing Programs and includes a Revision Control Sheet, and Section 13-11, 13-12, and 13-13 updates.

If you have any questions regarding this notice, please contact Gay Eng at 617-573-1194 or Dan Bondzie at 617-573-1192.